

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

December 19th, 2024

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Richard Burton at 7:30 PM.

MEMBERS PRESENT: Richard Burton, Greg Crawford, Edward Cichone, Glen Chandler, Benedict Valliere

Also present: Jim Hill – Liberty Environmental, Joseph Novak – Novak & Novak, and Secretary Anita Weingart

Absent: Laura Atwell - BKC

The meeting was convened in compliance with the OPEN PUBLIC MEETINGS ACT of 1975.

APPROVE MINUTES

Mr. Crawford moved, and Mr. Valliere seconded the motion to approve Nov. 14th, 2024, minutes with the amendment. All Ayes: Motion Carried

PUBLIC COMMENTS – There were no public comments.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Mr. Hill will keep the meter in MH 90 until further notice. LBSA countersued LCF has countersued for charges owed to LBSA in response to their lawsuit. The hearing conference is scheduled for 1/15/25. Mr. Chandler continues to request a paragraph summary of each month's flows number of units, and the amount owed for that month per day. Additionally, Mr. Novak continues to request the monthly numbers be added into the total reports.

FINANCIAL REPORTS – Nov. (bank statements), Dec. financial reports 2024. Ms. Atwell reviewed and approved of these reports. Mr. Colantano reviewed and approved of these reports.

Mr. Cichone moved; Mr. Chandler seconded the motion to acknowledge the financial reports and bank statements. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried

RESOLUTION 24-018 – Budget Adoption 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Lebanon Borough Sewerage Authority for the fiscal year beginning January 01, 2025 and ending December 21, 2025 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of December 19, 2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$825,258.00. Total Appropriations, including any Accumulated Deficit, if any, of \$858,100.00, and Total Unrestricted Net Position utilized of \$32,842.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lebanon Borough Sewerage Authority at an open public meeting held on December 19, 2024, that the Annual Budget and Capital Budget/Program of the Lebanon Borough Sewerage Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget an Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Mr. Valliere moved; Mr. Crawford seconded the motion to adopt the 2025 LBSA Budget. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

RLSA

Mr. Burton explained his spreadsheet regarding how to determine cost increases over the next 10 years. Communication through a community presentation was discussed. The state of NJ and the DEP are forcing enhancements to the system. For example, chemical treatment versus biological treatment cost is being studied. Discussion ensued about the rising costs from RLSA to LBSA. Grants may be available. The current RLSA license ends in 5 years and therefore the upgrades will need to be made to be renewed. Sewer rates will increase as a result. The discussion continued comparing sewer service charges within Hunterdon County.

EXPENDITURES

Mr. Crawford moved; Mr. Chandler seconded the motion to approve the December 2024 expenditure report as listed below. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried

GENERAL

<u>ACCT:</u>			DECEMBER 2024	Check#
24-120	PAYROLL ACCT	PAYROLL	\$3,136.65	EFT
24-121	RLSA	INV# 24/038	\$38,464.95	1260
24-122	LEBANON BOROUGH	LEASE	\$1,300.00	1261
24-123	ONE CALL CONCEPTS	INV# 4115384	\$11.44	1262
24-124	R&L DATACENTERS	INV# 113880	\$98.90	1263
24-125	NOVAK & NOVAK	Dec-24	\$4,333.33	1264
24-126	MERWIN & PAOLAZZI	INV# 49661	\$355.00	1265
24-127	QUILL CORPORATION	INV# 41009988	\$26.99	1266
		Reimburse - Awards dinner,		
24-128	ANITA WEINGART	poinsettia	\$3,008.20	1267
24-129	ANITA WEINGART	Mobile ph - Oct-Dec 2024	\$300.00	1267
	COURIER- GANNETT			
24-130	LOCAL	INV# 6790560	\$42.13	1268
24-131	NJ ADVANCE MEDIA	INV# 2675448	\$15.99	1269
24-132	ALPHADOG	INV# 25980	\$600.00	1270
	LIBERTY			
24-133	ENVIRONMENTAL	INV# 2006	\$7,039.17	1271
	LIBERTY			
24-134	ENVIRONMENTAL	INV# 1890, 1606	\$2,220.00	1272
TOTAL			\$60,952.75	

ESCROW

<u>ACCT:</u>				TD BANK
			\$0.00	
			\$0.00	
		TOTAL	\$0.00	

MISCELLANEOUS/In Progress:

Smoke test repair letters will be mailed in January to 17 properties. Oswald agreed to reduce their last invoice to \$1,465.00 from \$1,800.00.

Special project invoices – Inv #1422 was discussed and will be paid in the January meeting along with the 5 months of invoices that cover the difference between the 2024 and 2023 rates for lump

sum. The approval of the Liberty Environmental contract was delayed until September of 2024. Mr. Burton added that going forward we need to pay close attention to the details of the projects that maintain the LBSA system. This is to avoid billing issues. Moving forward, we will also clearly state the scope of work with the amount not to exceed. A change in the scope of work would need to be clearly defined before work continues. Mr. Colantano suggested LBSA use the purchase requisition form that is used for work done in the Borough.

Mr. Valliere moved, Mr. Chandler seconded the motion to approve payment on Inv # 1422 and the 5 months' worth of the difference between the 2024 and 2023 rates for lump sum. In addition, payment approval for the new rate from Oswald Enterprises of \$1,465.00. Roll Call Vote: Valliere, Cichone, Chandler, Crawford, Burton. All Ayes: Motion Carried.

Marriot – Mr. Hill warned them they were going over with their water usage. He will contact them again to spot check their usage. There is no meter in this location.

2025 Meeting dates were reviewed. These dates will be advertised in 2 newspapers, posted on the website and on the Borough bulletin board.

Mr. Valliere thanked everyone for the recognition at the Annual Awards dinner.

ADJOURN MEETING

Mr. Valliere moved; and Mr. Crawford seconded the motion to adjourn the meeting. All Ayes: Motion Carried.

Respectfully submitted by,
Anita Weingart,
Secretary/Treasurer

CERTIFICATION: I hereby certify these to be true and correct copies of minutes as approved by the Commissioners at the meeting of __12/19/2024_____.
____Anita Weingart, Secretary/Treasurer____